

**TOWN OF WINCHESTER
PUBLIC MEETING NOTICE and AGENDA**



Pursuant to MGL Ch. 30A, Sec. 18-25 All meeting notices and agendas must be filed and time stamped by the Town Clerk's Office and posted **at least 48 hours prior** to the meeting (**excluding Saturdays, Sundays and Holidays**) Town Clerk's staff requests submissions **72 hrs. Prior** to the meetings to allow for processing time. A listing of topics the chair reasonable anticipated will be discussed at the meeting must be on the agenda.

COMMUNICATIONS STUDY COMMITTEE (CSC)

Date: February 17, 2022

Time: 4:30 PM

Type: Remote Participation

Zoom Link: Pre-Registration is required

<https://us02web.zoom.us/meeting/register/tZcuceutrDMvE9YvDW0JxoyY6KJOfYetBrWa>

Agenda (4:30-6:30 PM):

- Administrative (10 minutes)
 - Approval of minutes of February 10, 2022
 - CSC web page format
 - FAQ approval
 - Work Plan update
- Communication Issues and Solutions –organizing & winnowing the list (30-40 minutes)
 - Presentation & discussion of draft list consolidation by working group
 - Prioritization/Winnowing criteria discussion
- Brief reports by Committee members (10 minutes)
 - Best practices/communications plan templates
 - Information gathering from local newspapers
 - Outreach to other communities
- Town Meeting Member Survey (10 minutes)
 - Revised draft presentation by working group
 - Discussion
- Public Comment (10 minutes)
- Research topics & assignments (10 minutes)
- Next Meeting/s Date/s and Location/s (5 minutes)
- Adjourn

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TOWN CLERK
TOWN OF WINCHESTER

If you need reasonable accommodations under the ADA Law in order to participate in the meeting, contact the Human Resource Department 781-721-7157 in advance of the meeting. While the municipality will do its best to accommodate you, certain accommodations require the hiring of outside contractors who may not be available if requested immediately before the meeting. Please submit posting: townclerk@winchester.us